

BUSINESS INFORMATION WAREHOUSE FOR BUDGET EXECUTION



BW Release 3.0B

Slide 1

BW WORKSHOP AGENDA

● BW Workshop I Schedule (AM)

- 8:00 – 8:10 BW overview
- 8:10 – 9:00 BW Query Terms
- 9:00 – 9:30 Reports Detail
- 9:30 – 10:00 Exercises

● BW Workshop II Schedule (AM)

- 10:00 – 10:10 BW overview
- 10:10 – 11:00 BW Query Terms
- 11:00 – 11:30 Reports Detail
- 11:30 – 12:00 Exercises

● BW Workshop III Schedule (PM)

- 1:00 – 1:10 BW overview
- 1:10 – 2:00 BW Query Terms
- 2:00 – 2:30 Reports Detail
- 2:30 – 3:00 Exercises



WORKSHOP OBJECTIVES

- **Raise user awareness about SAP BW**
- **Understand the Components of BW**
- **Understand the How-To-Use the BW Tools**
- **Provide an overview of SAP BW Web-based reporting**
- **Create understanding of the data contained in the templates**
- **Create the ability to select & execute a standard report**



BW OVERVIEW



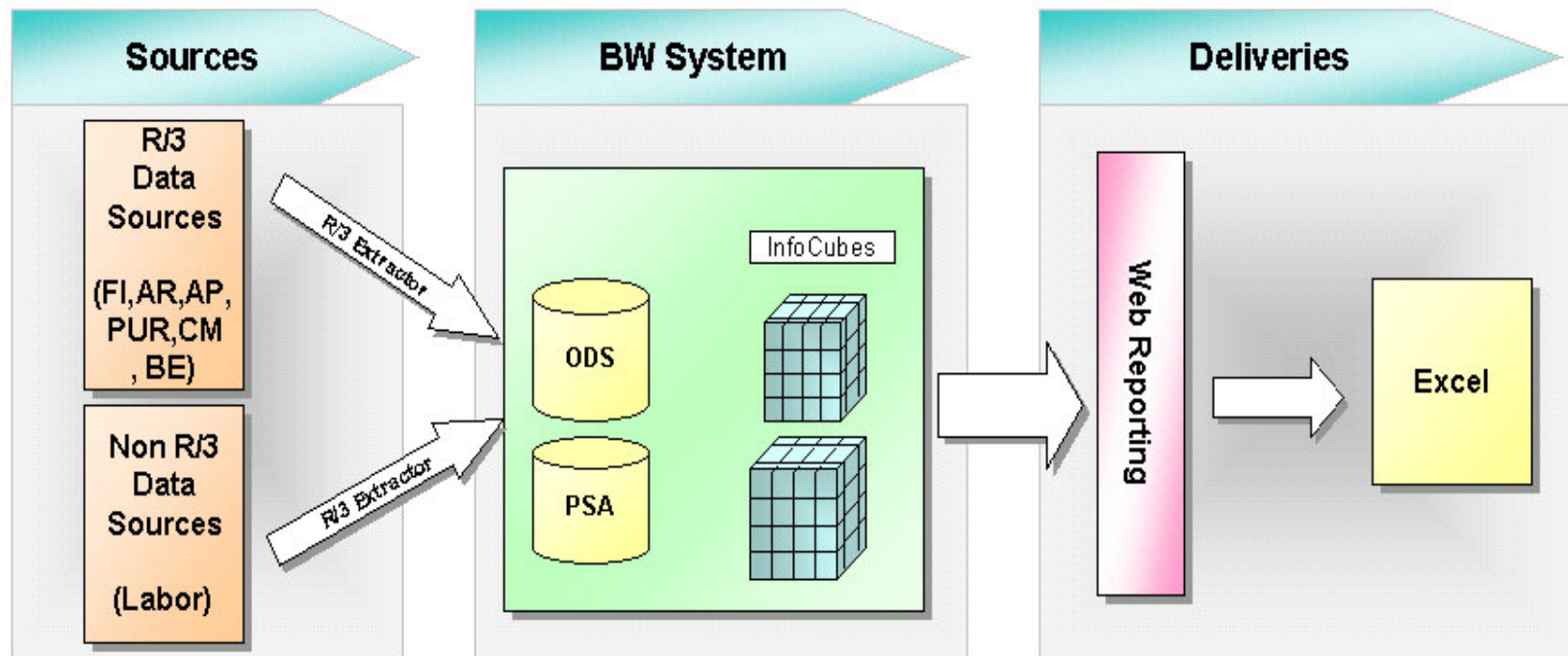
BW OVERVIEW

● Why BW Reporting

- BW provides canned reports that have been customized for NASA
- BW provides NASA specific reports to run Ad hoc business reports
- Provides business intelligence reporting and analysis from R/3
- BW has Web-based reporting capabilities
 - 1 Accounts Payable (AP)
 - 5 Accounts Receivable (AR)
 - 8 Budget Execution (BE)
 - 9 Cost Management (CM)
 - 16 Executive Information System (EIS)
 - 18 Purchasing (PUR)
 - 4 Standard General Ledger (SGL)



BW OVERVIEW



BW AWARENESS

- **BW will time out after 30 minutes of inactivity**
- **BW data is updated nightly Sunday-Thursday evenings around 12:00am CST**



BW QUERY TERMS



QUERY TERMS

● Query Terms

- Variables (Business Area, Fiscal year, Purchase org, PO, PR)
- Key Figures (Net sales, Number of employees)
- Characteristics (Material, Customer, Plant)
- Calculated key figures (Total Sales for current year)
- Navigation Tools
- Navigation toolbar



CHARACTERISTICS AND KEY FIGURES

● Key figures

- Key figures are what you report on, total sales, total spend
- Key figures are the measure of certain fact of the business.
- Calculations are performed on KF (Net sales, Invoice value)
- E.g.
 - Net sales
 - Number of employees
 - Invoice value, etc.

● Characteristics

- Characteristics are used to aggregate and analyze key figures
- Can not perform calculation on characteristics
- E.g.
 - Material
 - Customer
 - Plant
 - Company code, etc.



CALCULATED KEY FIGURES

- **Calculated key figures (CKF) are key figures that are derived from other key figures usually via a calculation**





➤ E.g.

- Percent increase in sales is can be calculated using sales for current year and previous year sales
- Revenue is calculated key figure from sales - expenses



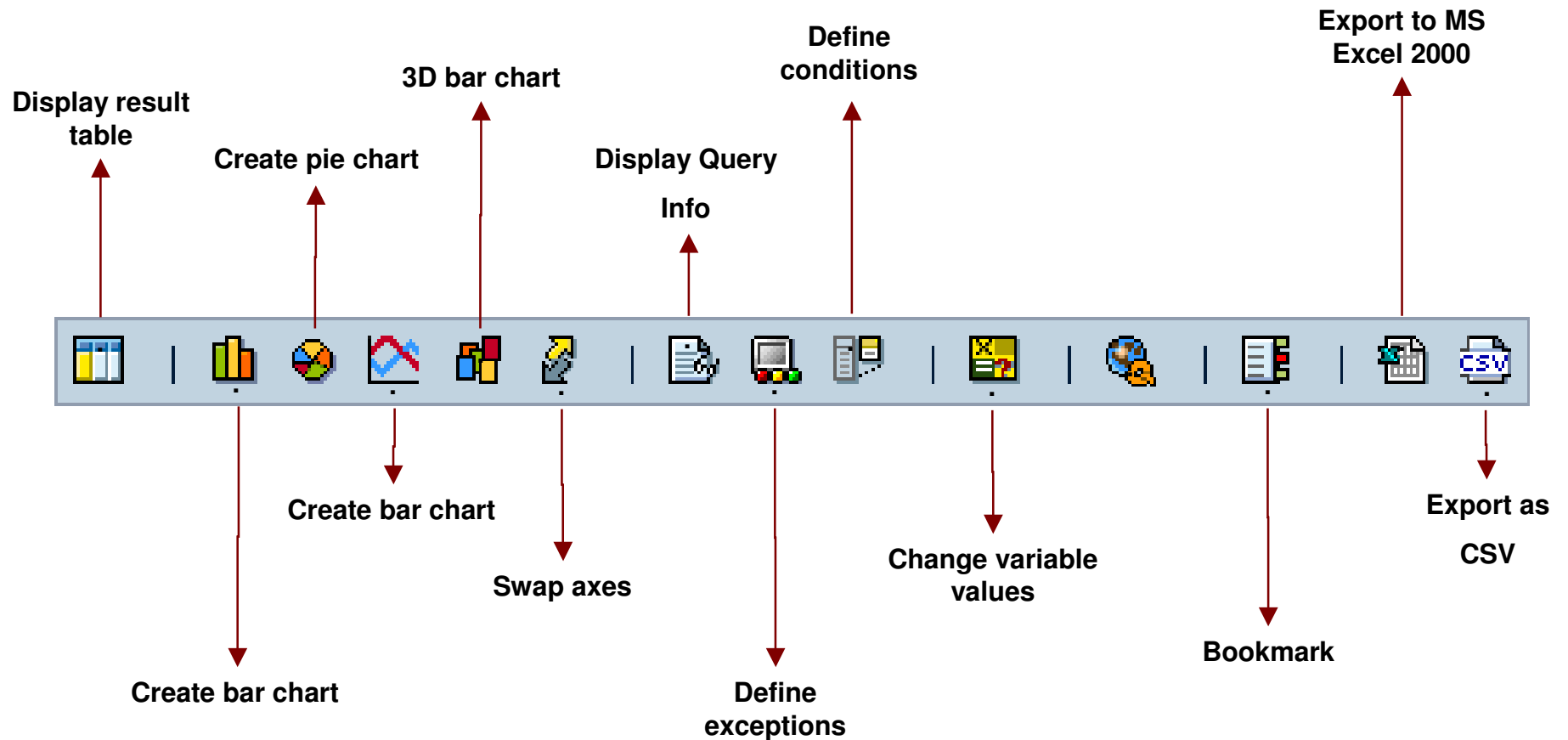
QUERY NAVIGATION

● Navigation Tools

- Drill down 
- Drill across 
- Removing drill downs/across
- Define filter value 
- Change query display properties
- Change key figures display properties
- Change characteristics display properties
- Removing filter values 



QUERY NAVIGATION TOOLBAR



QUERY NAVIGATION

Navigation Demo

- Please refer to Web Reporting End User Guide



BUDGET EXECUTION QUERY TERMS

● Business Execution Navigation Block (Variables)

	<u>Examples/Definition</u>
➤ Business Area/Center	Dryden Flight Research Center (24)
➤ Fiscal year	Current Year Funds
➤ Fund	Treasury Appropriation
➤ FM Operating Plan	N/A (10 = Default Value = current)
➤ Funds Center(s)	Budget Allocation
➤ WBS Elements	5/7/9 Digit Based on Reporting Level
➤ Phasing Plan	Operating Plan With Version v30=initial, version 40= mid year update
➤ Travel Fund	SAT or HSF422003 (DorR) Direct or Reim
➤ WBS Group/Hier	Group Multiple WBS to create group for reporting purpose



BUDGET EXECUTION QUERY TERMS

● Business Execution Key Figures/Characteristics

	<u>Examples/Definition</u>
➤ Operating Plan *	Center Guideline
➤ Budget vs. Operating Plan *	Amount Yet to be Receive
➤ Budget *	Authority
➤ Reservations *	Related to Reim, authority down to Reim agreement level
➤ Budget Subtype	To edit or extend budget types
➤ Budget Version	Multiple versions of the operating plan
➤ Cognizant Office	NASA HQ Organization
➤ Cognizant Sender Office	Lower level organization code at NASA HQ
➤ Commitment Item	Revenues and expenditures in FM
➤ Controlling Area	Controls cost accounting (NASA)



BUDGET EXECUTION QUERY TERMS

● Business Execution Key Figures/Characteristics

- Fund
- Fund Type
- Business Area
- Document Number
- Posting Date
- Baseline date
- Sales Order Number
- WBS Element
- Functional Area
- Fund Type

Examples/Definition

Treasury Appropriation

(REIM/Direct)

Dryden Flight Research Center (24)

Purchase Order Number

Document posting date

When a contract starts

A number fulfilling an order

5/7/9 Digit Based on Reporting Level

Centers Operating Plan

Direct Or Reim



BUDGET EXECUTION QUERY TERMS

● Business Execution Characteristics

- Business Area/Center
- Fiscal year/Period
- Fund
- FM Operation Plan
- Fund Center(s)
- Phasing Plan

- WBS Elements
- Travel Fund Source equal to 02
- Budget Line Item
- WBS Group/Hier

Examples/Definition

Dryden Flt Research Center (24)

Two digit month (02) & 4 Digit Year (2003)

Treasury Appropriation

N/A (10 = Default Value = current)

Budget Allocation

Operating Plan With Version v30=initial,
version 40= mid year update

(10-048-00)

(22,42)

Congressional Authorization

Group Multiple WBS to create group
for reporting purpose



BUSINESS EXECUTION QUERY TERMS

● Business Execution Characteristics

	<u>Examples/Definition</u>
➤ Funds Center	Agency Wide Coding Structure (AWCS)
➤ Lead Center	Designated Center full mgt responsibility
➤ Period/Fiscal year	Two digit month (02) & 4 Digit Year (2003)
➤ Sub authorization Rec	Funds received from other centers
➤ Chart of Accounts	Operating Chart of Account
➤ Cost Element	Commitments, Obs, Costs, FTE's, workforce, contractor
➤ Cost Center	Performing organization
➤ Document Number	Purchase Request
➤ FM Area	Budget (NASA) Subdivided by org (centers)
➤ Fiscal Year	Current Year Funds G/L
➤ Posting Date	Accounting components determined the posting period



BUSINESS EXECUTION QUERY TERMS

● Business Execution Characteristics

	<u>Examples/Definition</u>
➤ Order	Creates TC to built cash flow
➤ Purchase Requisition	To procure a item (PR) (Preq Ref. In PO)
➤ Project Definition	Level 1 of WBS for workbench
➤ Project Def (ext.)	Level 1 of WBS for workbench
➤ Sub authorization	Funds received from other centers
➤ WBS Element (ext.)	Funding Structure (5/7/9 Digit)
➤ Priority	To sort work items
➤ User field 1 for WBS	Work breakdown structure user field
➤ User field 2 for WBS	Work breakdown structure user field
➤ User field 4 for WBS	Work breakdown structure user field
➤ WBS Key Word ID	Names for objects representing a class
➤ FM Doc Type	Type of document for funds
➤ Travel Authorization	To give one authorization to travel
➤ Traveler Name	Name of the person who makes the trip



BUDGET EXECUTION QUERY TERMS

● Business Execution Characteristics

	<u>Examples/Definition</u>
➤ Budget BCF *	Fund available from past FYE, and which is forward to next year
➤ Available Blanket Budget*	Amount of Reim authority not allocated
➤ Commitment	PR, & Funds for Travel
➤ Available Budget	Funds left to spend at
➤ (reimbursement)*	agreement level

Note:

- Budget Amt FY - Disbursement Amt FY = FY Budget BCF
- Cost Amt FY – Disbursement Amt FY = Open Doc/BCF
- Total FY Budget -Total FY Commitment = Available Budget
- Appropriation
 - SAT Prefix = Science/Aeronautics & Technology
 - HSF Prefix = Human Space Flight



BUDGET EXECUTION REPORTS



BUDGET EXECUTION REPORTS PURPOSE

● Budget Execution Reports Purpose

- Reports that reflect Available Budget Balance
 - Reimbursable
 - Direct

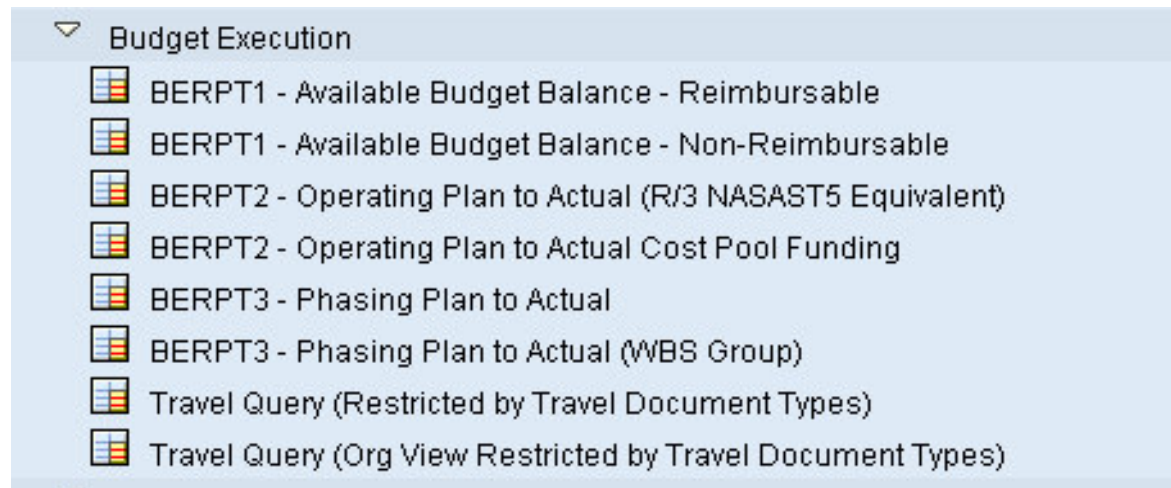
- Reports that provide general information about
 - Financial Management Operating Plan to Actual
 - Phasing Plan to Actual
 - Travel Information
 - Restricted by Travel Document Types
 - Org View Travel Documents



BW APPLICATIONS by MODULE

● Budget Execution

➤ 8 Reports



BW APPLICATIONS by MODULE

● Budget Execution Report Names

- (BERPT1) - Provides all commitment and budget information that posts in Funds Mgt including any expenditures that consume budget (BERPT1)
- (BERPT1) - Provides Funds Mgt details at the totals level such as direct or indirect funding
- (BERPT2) - Provides the capability to view Operating Plan values and the actual commitment, obligation, cost, disbursement (COCD) at the line item level & budget at the totals level for information that posts in FM
- (BERPT2) - Provides all commitment, obligation, cost, disbursement (COCD) at the line item level and budget at the totals level for information that posts in FM. This includes any expenditure that consumes budget
- (BERPT3) - This query compares the phasing data entered via R/3 transaction **CJR2** with the commitment, obligation, cost, (COC) information that posts in FM



BW APPLICATIONS by MODULE

● Budget Execution Report Equivalent in SAP

- | | |
|------------------------------|----------|
| ➤ (BERPT1 – Non Reim | ZNASANR |
| ➤ (BERPT1 - Reim) | ZNASAR |
| ➤ (BERPT2 ZNASAS) | ZNASAST5 |
| ➤ (BERPT2 Cost Pool Funding) | ZNASACP |
| ➤ (BERPT3 – Phasing Plan) | N/A |



BW APPLICATIONS by MODULE

● Budget Execution Report Names/Travel Query

- Travel Query - Provides commitment, obligation, cost, disbursement (COCD) information pertaining to travel. The traveler's name and the travel authorization document number are also available
 - Restricted by Travel Document Types
 - Used for most query
 - Restriction taken out, and second query will be deleted (per CC)
 - Org View Restricted by Travel Document Types



Online Documentation

● Accessing OLQR Core Financial Reporting

- Launch Web Brower & enter the following URL
 - <http://olqr-cf.ifmp.nasa.gov>



BW HELP DESK

● Need help with BW?

➤ Contact:

- Help Desk @ BISS Ext. 2477

➤ BW Functional Leads:

- CM/BE Laura Peters & Brian Villalva
- AP/AR/SGL Eileen Detka
- PUR Aubrie Henspeter
- SGL Eileen Detka
- EIS BW Team



EXERCISES



EXERCISE 1: WEB REPORTS

- **Note: Use the current web template and the data**
- **Open and execute a web template that includes the following items:**
 - Filters/restricted key figures
 - Use drill down, drill across, filter, sort, conditions & exceptions
- **Use the following items to practice:**
 - Use and practice with drop down boxes
 - Use and practice with check boxes
 - Use and practice with radio buttons
 - Make notes of text elements
 - Use and practice exceptions
 - Use and practice conditions



EXERCISE 2: Save and Work with Excel

- **Note: use the “BW Web Reporting Navigation Introduction” hand out**
- **Use the query to sort (ascending, descending, expend, bookmark & query properties)**
- **Save a query as an Excel workbook in your local drive**
- **Use the Excel file to create graphics and charts**



REVIEW OF COURSE OBJECTIVES

You are now able to:

- Understand Query terms (Key figures/characteristics/Calculated & restricted KF)
- Use reporting tools (web application/browser/analyzer)
- Perform queries Navigation (Drill down/drill across/filter value/display properties)
- Use functionality within query (Exceptions/conditions)

